

Small Town Capital Improvement Program (CIP) Development Process Summary

- Town Meeting Authorization Granted to Planning Board to Adopt CIP
- Planning Board appoints CIP Subcommittee to Prepare CIP

Meeting 1

- Define Capital Improvements
- Develop Project/Purchase Application
- Develop Cover Letter to Boards/Departments
- Designate Your Coordinator

Homework: Solicit Applications
Develop Project Spreadsheet of All Applications Received

Meeting 2

- Review Applications Received
- Schedule Interviews
- Schedule Remaining Committee Meetings

Meeting 3

- Hold Interviews
- Determine Project Prioritization Process
- Vote on Process for Prioritizing Projects

Homework: Develop Structure of the CIP (Table of Contents)
Write Introduction Chapter (1)
Write Appendix Chapter (6)

Meeting 4

- Hold Interviews
- Review CIP Structure (Table of Contents)
- Review Introduction (1) and Appendix (6) Chapters

Homework: Collect Information for Financial Analysis and Write Chapter (4)

Meeting 5

- Hold Interviews
- Review Financial Analysis Chapter (4)

Homework: Collect Information for Road Management Plan and Write Chapter (5)

Meeting 6

- Complete Interviews
- Prioritize the Projects

Homework: Develop Municipal Improvements Schedule
Develop School Improvements Schedule
Write Project Ranking Chapter (2)
Write Summary of Projects Chapter (3)

Meeting 7

- Review Municipal Improvements Schedule
- Review School Improvements Schedule
- Review Project Ranking Chapter (2)
- Review Summary of Projects Chapter (3)
- Review Road Management Plan Chapter (5)

Homework: Write Brief Analysis of all Data in the CIP
Revise Improvement Schedules as Needed
Revise Document as Needed

Meeting 8

- Finalize Improvement Schedules
- Finalize Project Prioritization
- Review Final Draft and Agree on Final Revisions
- CIP Subcommittee Adoption of CIP
- CIP Prepares to Present CIP to Planning Board

Homework: Last Revisions to Document and Schedules are Completed
Get on Planning Board Agenda
Develop Public Hearing Notice
Prepare Advance Copies of CIP for Public and Board Viewing

Planning Board Meeting

- Present CIP to Board
 - Planning Board Adoption of CIP
 - Certificate of Adoption Signed
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- Adopted CIP is Copied & Distributed to Board of Selectmen/Budget Committee for Budgeting
 - CIP is Used by Planning Board to Develop Growth Management Ordinance, Impact Fees if desired
 - CIP is Updated Yearly, Beginning in Late Summer (Aug/Sep)